

Table 1.1

Application Package Submittal Requirements for Special Funded Projects

The Encroachment Permit package shall contain the information listed below for permit issuance on Special Funded Projects:

1. A copy of the Approved Project Initiation Report.
2. A copy of the fully executed Cooperative or Highway Improvement Agreement.
3. Right of Way Certification, including high and low risk utility clearances.
4. Written substantiation by the functional reviewing unit that all comments and revisions requested have been addressed.
5. All Plan Sheets, except for Utility Plans, are signed and stamped by a California-Registered Engineer.
6. The proper departmental functional unit has signed off on all specialty design plan sheets (signalization, signing, striping, electrical, etc.).
7. Construction oversight information provided (E.A, Resident Engineer's name, location, and phone number).
8. Seven (7) sets of folded plans, in dual units (english & metric) or in metric units shall be provided, reduced copies are preferred. Additional plan sets may be required prior to issuance of the permit, depending on the type of project.
9. Functional reviewing units requiring a copy of the permit package shall submit their request in writing.
 - ◆ Normal distribution of the permit package:

Maintenance Regional Manager – 1	Project Development – 1
District Construction Division – 2	Permits Office – 1
Permittee – 1	Permittee's Contractor – "DP"
 - ◆ If applicable, also include:

Traffic Electrical – 1	HQ Structures – 1
Structures Construction – 1	
10. A completed Standard Encroachment Permit Application from the Applicant.
11. Memo/letter from Project Development Senior transmitting above needed items and indicating that the project has addressed all concerns by departmental functional units and is "ready to proceed".

Additional Information for the Applicant:

1. Applicant's contractor will be required to obtain an Encroachment Permit, coded "DP."
 - a. The cooperative agreement shall contain a fee waiver statement, otherwise the Contractor will be required to pay the encroachment permit hourly rate for the total actual time of inspection and oversight expended.
 - b. The Applicant shall provide substantiation that the Contractor has met the Bonding requirements in Sec. 3-1.02 of Caltrans' Standard Specifications and shall be included within the Contractor's Permit.